

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 26th May 2010 at the Parish Office

Present: Councillors S. Berlyn (ex officio), H. Clacy, A. Keeler, D. Powell, M. Wood, D. Whiteing (Chairman)

In attendance: Clerk to the Council

1 Election of Chairman

Cllr Whiteing was nominated by Cllr Wood and seconded by Cllr Berlyn. Cllr Whiteing was unanimously elected as Chairman of Resources for the Municipal Year.

RESOLVED: that Cllr Whiteing be elected as Chairman of the Resources Committee for the Municipal Year 2010 – 2011.

2 Election of Vice Chairman

Cllr Powell was nominated by Cllr Wood and seconded by Cllr Berlyn. Cllr Powell was unanimously elected as Vice Chairman of the Resources Committee for the Municipal Year.

RESOLVED: that Cllr Powell be elected as Vice-Chairman of the Resources Committee for the Municipal Year 2010 – 2011.

3 Apologies for Absence

Apologies were received and accepted from Cllr Freeman.

4 Declarations of Interest

There were no declarations of interest.

5 Public Question Time

No members of the public were present.

6 Minutes of the Meeting held on 28th April 2010

RESOLVED: that the Minutes of the Meeting held on 28th April, 2010 be approved and signed as a correct record.

7 Financial Documents

7.1 Approval of payments from 28th April, 2010 until the date of meeting

The Clerk explained that she had to re-enter the H M Revenue and Customs and Pensions items due to assigning to the wrong cheque numbers and the wrong amounts.

RESOLVED: that a) the payments were approved from 28th April, 2010 to the date of the meeting. (See Appendix I)

7.2 Reconciliation sheet to 30th April, 2010

Cllr Wood confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements.

The Council now had only two bank accounts a current account and an instant access saver. Members wished the clerk to investigate a further bank account with the Co-op and whether it could be through the Post Office.
(Appendix II)

RESOLVED: that a) the information be noted.
b) The Clerk investigate a bank account the Co-op through the Post Office.

7.3 Debtors more than 3 months

There were none.

7.4 Receipts

Receipts were circulated for April. Half the precept had now gone into the Instant Access Saver Account and the Bank Treasury monies with interest had been paid into this account. (Appendix III)

RESOLVED: that the information be noted.

7.5 Earmarked Reserves/Budget

This document was not circulated for this meeting.

8 Special Expenses

A report was circulated supplied by Chelmsford Borough Council. Members still did not understand why Danbury paid 2.9% and Springfield paid 0.8%. This topic had been requested to be placed on the next Parishes Day Agenda.

RESOLVED: that the information be noted.

9 Signatories

Due to the death of Cllr Hawkins a new signatory was required for the bank accounts. Members unanimously appointed Cllr Powell if he could take the required documents into a Barclays branch in London.

RESOLVED: that Cllr Powell be appointed as an additional signatory.

10 Internal Audit Report

The report from the visit of the 13th May, 2010 was circulated to the meeting. Members were very pleased with the report. The only item to check was the Insurance small print.

RESOLVED: that the contents of the Internal Audit Report of 13th May, 2010 be noted.

b) The small print on the Council's Insurance Policy be checked.

11 Request for Additional Funding

There were no requests.

12 Information Technology

Memory in the Clerk's computer had been installed last week. A question was asked regarding the photocopier the Clerk stated she was enquiring regarding different options. The Clerk was also to investigate a colour laser printer as a second printer.

RESOLVED: that a) the information be noted.
b) the Clerk to investigate the prices of a colour laser printer

13 EALC Training

It was agreed that the Assistant Clerk attend the Health and Safety Course on 22nd June, 2010 the costs to be borne jointly with Cold Norton Parish Council including mileage.

RESOLVED: that the Assistant Clerk attends the Health and Safety Course at Dunmow at a cost of £37.50 plus mileage.

14 Financial Risk Assessment to Update

Members made several revisions including making a separate section for Large monetary projects. The Chairman of the Council requested that the Clerk write to the organisers of the reparation workers and the Council's Insurers regarding the reparation workers as to where liability lies.

A Revised document would be brought back to the next meeting for ratification.

RESOLVED: that a) the clerk writes to the organisers of the Reparation Workers
b) the document be brought back to the next meeting.

15 Effectiveness of Internal Audit to Update

The Resources Committee reviewed the document and made no changes.

RESOLVED: that no changes were made to this document.

16 Financial Regulations

The Committee did not review the whole of the document at this stage as they felt the Standing Orders Working Group needed to complete their work first. The Clerk explained that the new standing orders document set the figure of £60,000 before tenders came into operation. Members agreed that the figure for Danbury should be changed to £40,000. (This alteration should be made now).

The item regarding European Tendering to be deferred until the complete Financial Regulations were reviewed.

RESOLVED: that the figure for tenders to come into operation should be £40,000, this to come into immediate effect.

17 Matters for Report

There were none.

18 Dates of Next Meetings for 2010

23rd June, 21st July, Tuesday 21st September, Wednesday 27th October, 17th November, and Tuesday 14th December.

19 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

20 DCA

All rent paid up to date. Members were pleased that a slight profit had been made.

RESOLVED: that the information be noted.

21 Staff

21.1 Staff Pay Review Procedure

The Clerk circulated a lengthy report to the Committee. Cllr Clacy put forward a list of items to be included in a Pay Review Procedure. It was explained that the Appraisal Systems had been set up for training purposes/personal development plan and not as part of the pay review procedure. Objectives were set as part of this process. The Chairman of the Council felt that there needed to be strategic aims for the Council this could be part of the three year forecast before setting aims/targets for staff. The Terms of Reference for the Committee to be changed to The Resources Committee will determine the remuneration for new staff.

- RESOLVED: that a) the clerk discuss the list with the Chairman
- b) The Resources Committee will determine the remuneration for new staff – this item has to be taken to Parish Council to add to Terms of Reference of Committees.
- c) An item to be placed on the next agenda Three Year Forecast/Strategic Plan this ultimately would then be taken to Parish Council

22 Three Year Forecast

The title of this Agenda item to be called Three Year Forecast/Strategic Plan. This item would be brought to the next meeting.

RESOLVED: that the agenda item title be changed.

There being no further business the meeting closed at 9.50 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date